

# FY15 Support for CTSOs Grant Application: Guidance for Submission

This document provides general directions for submission of the FY15 Support for Career and Technical Student Organizations grant application; it does not provide detailed instructions for each section of the application. Although the written directions will apply, please note that some of the screen shot examples may not be an exact match to your CTSO application.

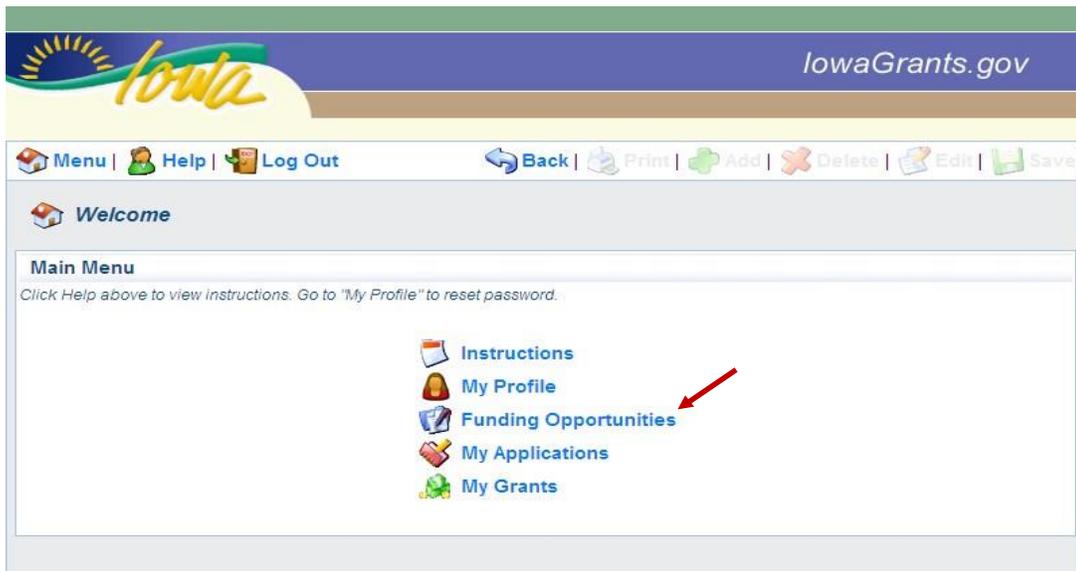
A copy of this guidance document will be posted on the Iowa Department of Education website at <https://www.educateiowa.gov/adult-career-and-community-college>. Select Career and Technical Education from menu on right. Select Perkins and choose CTSO Grant from list.

## General Information

- All individuals using the iowagrants.gov system must be registered. If you have questions regarding the registration process, please contact the DE consultant who works with your CTSO.
- When navigating within the iowagrants.gov site, use the navigation bar in the program itself, not the navigation bar for your web browser.
- **Designate one person to create the application, regardless of whether multiple people will assist with the content.** Once the application has been created, additional individuals can be tied to the application by the Program Officer (Pradeep Kotamraju at the Iowa Department of Education).
- All individuals tied to a given application have access to all portions of the application. If multiple people will be assisting with completing the various forms, make sure to clarify the role of each.

## Directions

- 1) Follow the log in instructions for returning users at [www.iowagrants.gov](http://www.iowagrants.gov).
- 2) Select "Funding Opportunities" from the Main Menu. *Note: Once a new application has been started, it will be located within the "My Application" section.*



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- 3) Select the appropriate FY15 application by selecting the blue link located under the “Opportunity Title” column.

 **Funding Opportunities**

**Current Funding Opportunities**

*All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.*

ID	Agency	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
83845	Education	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	<a href="#">FY15 Support for Career and Technical Student Organizations (CTSOs)</a>		Not Applicable
48877	Economic Development Authority	CDBG	CDBG Economic Development Set-Aside		12/31/2014
60760	Economic Development Authority	CDBG	CDBG Sustainable Community Demonstration		12/31/2014
78913	Cultural Affairs	Certified Local Government Grants	<a href="#">FY2015 State of Iowa Certified Local Government Grant Application</a>	08/15/2014	09/05/2014
70213	Human Rights	Community Services Block Grant	CSBG TEST FY13		Not Applicable
85743	Education	Early Childhood At-Risk	<a href="#">AEA Early Childhood Leadership Network 2014-2015</a>	06/27/2014	Not Applicable
85756	Education	Early Childhood At-Risk	<a href="#">Copy - AEA Early Childhood Leadership Network</a>	06/27/2014	Not Applicable
85303	Education	Early Childhood At-Risk	<a href="#">FY15 AEA Early Childhood Leadership Network</a>	06/27/2014	07/31/2014

- 4) Near the top of the Funding Opportunity description, you will see two options for beginning an application: “Copy Existing Application” or “Start a New Application”. **The most time efficient method is to Copy Existing Application; this guidance document will focus on this approach.** If you prefer to start an application from scratch, contact Pradeep Kotamraju, CTE Bureau Chief ([pradeep.kotamraju@iowa.gov](mailto:pradeep.kotamraju@iowa.gov) or 515-281-4716) for additional guidance.

**Opportunity Details**

[Copy Existing Application](#) | [Start a New Application](#)

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**-83845-FY15 Support for Career and Technical Student Organizations (CTSOs)**  
 Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)  
 Application Deadline:

- 5) Once “Copy Existing Application” is selected, a screen will appear which lists the applications previously submitted by the applicant. Select the FY14 CTSO application you wish to copy by checking the radio button located at the left side of the screen, then select “SAVE”. *Note: You will likely have only one FY14 CTSO application in your list. If there is more than one, make sure to select the one with “Submitted” as the status.*

Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270) | FY14 Support for Career and Technical Student Organizations | 53389 My CTSO Application - FY14 |  Final App |  Submitted

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- 6) Most forms in the newly created FY15 application will show a “last edited” date (the date you copied the previous application). These forms contain information imported from the selected FY14 application. Forms that do not have a last edited date have, by design, no imported data.

**Application: 88325 - My CTSO Application - FY15**

**Program Area:** Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

**Funding Opportunity:** 83845 - FY15 Support for Career and Technical Student Organizations (CTSOs)

**Proposal Deadline:** ,

**Requested Total:** \$0.00

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**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

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**Application Forms** [Preview](#) | [Submit](#)

Form Name	Complete?	Last Edited
General Information	✓	07/30/2014
Cover Sheet-General Information	✓	07/30/2014
CTSO Cover Page	✓	07/30/2014
CTSO Goal and Action Plans - 1	✓	07/30/2014
CTSO Goal and Action Plans - 2		
CTSO Goal and Action Plans - 3		
CTSO Goal and Action Plans - 4		
CTSO Goal and Action Plans - 5		
CTSO Budget		
CTSO Supporting Documents Upload		
CTSO Assurances/Agreements		
Minority Impact Statement		

- 7) You will notice the project title (local application title) at the top of the page has been copied from the FY14 application. To update the project title, first select the General Information link from the Application Forms menu, then select “Edit”. While in the editing screen, also verify that the organization listed is accurate. Enter the updated information and select “Save”. *Note: It is helpful to include the name of your organization and the fiscal year to the application title.*

**General Information**

This page must be completed and saved before proceeding with the rest of the application process

**Registered Applicant:** \*

**Project Title:** \*  (limited to 100 characters)

**Organization:** \*

[Return to top to save](#)

- 8) After saving, return to the Application Forms screen to begin work on the other forms comprising the application.

**General Information** [Go to Application Forms](#)

**System ID:** 88325

**Project Title:** My CTSO Application - FY15

**Registered Applicant:** Kelli Diemer

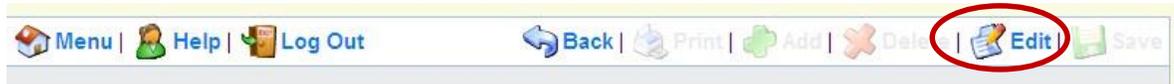
**Additional Contacts:**

**Organization:** Iowa Department of Education

Last Edited By: Kelli Diemer, 07/30/2014

## FY15 Support for CTSOs Grant Application: Guidance for Submission

- 9) Any information imported from the FY14 application should be updated as needed. There are two methods to access the data entry screens within the various forms comprising the application. The majority of sections can be accessed by selecting the “Edit” option, located in the navigation bar at the top of each page.



- 10) Some forms contain a multi-list section, such as the Action Plan entry areas on the Goal and Action Plans forms (shown below).

To edit information in a multi-list, select the link to the entry, which will be in the column furthest to the left. This will open the entry screen for the item. Once the information has been updated, select “Save”. If a new item is needed for the multi-list, select the “Add” option.

**Action Plan - Perkins Funds** → Add

*To create an action plan, select the "Add" link located at the right side of the Action Plan-Perkins Funds bar above. Once all fields have been completed, select "Save." Repeat this process until all actions for the stated goal/deliverable have been added.*

*To edit information for an activity after it has been saved, select the link to the activity located in the "Permissive Activity" column. This will open the editing screen.*

Describe the activity to be conducted.	Measurable Outcomes	Person(s) Responsible	Anticipated Perkins funds for the activity.	Anticipated non-Perkins funds for this activity (if applicable)
<a href="#">National Leadership Conference</a>	Information is sent to local advisors in a timely manner. State registration information is submitted to the National Organization.	Chris Coordinator	\$350.00	\$100.00
<a href="#">State Officer Workshop</a>	Completed Program of Work	Chris Coordinator	\$700.00	\$200.00
			<b>\$1,050.00</b>	<b>\$300.00</b>

**Action Plan - Non-Perkins (Matching) Funds** Add

*This section is provided to allow the applicant to add activities paid for by non-Perkins (matching) funds in addition to those listed in the Perkins Permissive Activities section above.*

- 11) The “CTSO Supporting Documents Upload” form will contain documents that were provided in the previous year’s application. To upload an updated document, you will need to delete the existing version by selecting the trash can icon. Once the previous document is deleted, the new version can be uploaded by selected the link from the “Attachment” column.

**Career and Technical Education Programs** Mark as Complete | Go to Application Forms

*Organization Budget - Attach a copy of the organization's overall budget for the current year.*  
*Constitution, Bylaws, and Policies - Attach a copy of the organization's current Constitution, Bylaws, and Policies.*  
*Board of Directors List - Attach a list of the organization's current Board of Directors and their contact information.*  
*Student Officers List - Attach a list of the organization's current student officers and their contact information.*  
*Board Meeting Minutes - Attach a copy of the organization's Board minutes that document approval of this fiscal year's Perkins CTSO application.*

Attachment	Description	File Name	Type	File Size	Delete?
<a href="#">Organization Budget</a>	Test Doc 1	CTSO Agenda 2 28 11.docx	docx	17 KB	
<a href="#">Constitution, Bylaws, and Policies</a>	Test Doc 2	CTSO Financial Guidelines Attachment B_12-16-10.docx	docx	63 KB	
<a href="#">Board of Directors List</a>	Test doc 3	FY12 CTSO Allocations.pdf	pdf	13 KB	
<a href="#">Student Officers List</a>	Test doc 4	CTSO Agenda 3 21 11.docx	docx	18 KB	
<a href="#">Board Meeting Minutes</a>	Test doc 5	CTSOs by Region by District FY10.xlsx	xlsx	43 KB	

Last Edited By: Thomas Cooley, 09/27/2012

## FY15 Support for CTSOs Grant Application: Guidance for Submission

- 12) Once information for a form has been updated, select “Save” and “Mark as Complete”. *Note: If no changes are needed on a form, the only step needed is to “Mark as Complete”.*

[Mark as Complete](#) | [Go to Application Forms](#)

- 13) Make sure to **review each form completely** to verify all imported information is still accurate. Also, there may be fields that were not included in the FY14 application. If so, these fields will be empty.
- 14) **Within the Budget Summary form, the “State Allocation to Recipient” must be updated to reflect the FY15 allocated amount** (a screen shot is provided on the next page). This information is provided via a link in the Budget Summary’s instruction section.

***Note: Beginning with the FY13 application, use of CTSO grant funds is no longer limited to coordination services.***

Consistent with federal guidelines, CTSO grant funds may not be used for the following:

- Lodging, feeding, conveying, or furnishing transportation to conventions or other forms of social assemblage
- Purchase of supplies, jackets, and other effects for students’ personal ownership
- Cost of non-instructional activities such as athletic, social, or recreational events
- Printing and disseminating non-instructional newsletters
- Purchase of awards for recognition of students, advisors, and other individuals
- Payment of membership dues

**Instructions**

To add Budget information, select “Edit” at the top of the screen.

Each eligible Career and Technical Student Organization is allocated funds based on a formula prescribed by the Iowa Department of Education. **The final CTSO allocations for FY15 are posted here.**

**NOTE: Part 3 dollars require a dollar-for-dollar match.** The applicant may make a lesser matching commitment; however, this will also require a reduction in the allocated Part 3 dollars. Refer to the “Formula Match Allocation” section below for more information.

**All funds allocated within the funding period must be expended by June 30 of the fiscal year.**

Once all budget information is completed, select the “Mark as Complete” link located on the State Allocation to Recipient bar below.

**Allocation**

Enter the CTSO’s Part 1 allocation from the summary provided by the Department.

Part 1 Perkins Allocation\*

Enter the CTSO’s Part 2 allocation from the summary provided by the Department.

Part 2 Perkins Allocation\*

**Formula Match Allocation**

The Part 3 allocation provided on the summary provided by the Department reflects the maximum qualifying amount. The applicant may enter a lesser amount. Doing so will reduce the required dollar-for-dollar non-Perkins match and the anticipated award total.

Enter the CTSO’s Part 3 allocation from the summary provided by the Department.

Part 3 Perkins Allocation\*

The amount entered will require a dollar-for-dollar match from non-Perkins funds (e.g., CTSO members and state-level CTSO sponsors).

List the planned source(s) of non-Perkins funds that will be used to match the CTSO’s Part 3 Perkins allocation.\*

## FY15 Support for CTSOs Grant Application: Guidance for Submission

- 15) Once all edits and/or new information has been entered into a form, make sure to select the "Mark as Complete" link (see item 10). *Note: Even though a form has been marked as complete, it can continue to be edited until the application is submitted.*
- 16) The status of each form will be summarized on the Application Forms list within the "Complete?" column. When all forms have been marked as complete, the application is ready for submission. To submit the application, select the "Submit" link.

**Application: 88325 - My CTSO Application - FY15**

**Program Area:** Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)

**Funding Opportunity:** 83845 - FY15 Support for Career and Technical Student Organizations (CTSOs)

**Proposal Deadline:** Accepted on a Continual Basis

**Requested Total:** \$0.00

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**Instructions**

Clicking "Mark as Complete" does not submit the application component or prevent further editing. To submit the application click the Submit button. Note: All application components must be marked as complete in order to submit.

Application Forms		Preview	Submit
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CTSO Goal and Action Plans - 4			
CTSO Goal and Action Plans - 5			
CTSO Budget			
CTSO Supporting Documents Upload			
CTSO Assurances/Agreements			
Minority Impact Statement			

- 17) Once all steps of the submission process have been completed, the person submitting the application will receive a system-generated notification stating the application has been successfully submitted. The notification message, as well as other correspondence generated via iowagrants.gov will come from the dullestech.com domain. **Please make sure your email system is set to allow these messages to be delivered.**

If you have questions regarding the FY15 Support for Career and Technical Student Organizations grant application forms, contact Pradeep Kotamraju, CTE Bureau Chief ([pradeep.kotamraju@iowa.gov](mailto:pradeep.kotamraju@iowa.gov) or 515-281-4716) or the Department CTE Consultant assigned to assist your CTSO for additional guidance.